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ILLINOIS. UNIVERSITY--UNDERGRADUATE
DIVISION, GALESBURG--OFFICE OF THE DEAN.

FACULTY [illegible].

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FACULTY MEMORANDUM NO. 1
from Executive Dean's Office

September 30, 1947

Subject: University Retirement System of the State of Illinois, Certification to.

The following statements represent the policy to be followed in the matter of certifying Board of Trustees appointees (faculty and administrative staff) for participation in the University Retirement System.

1. All appointees having the usual expectancy of reappointment for a continuous period in the Galesburg Division will be certified as "Permanent" in accordance with the regulations of the University Retirement System, i.e., those over 30 years of age are required to participate, and those under 30 years of age may elect to do so. Exceptional cases are subject to administrative review. Appointees desiring such review should present their case to the Executive Dean.

2. In respect to insurable risk from the point of view of medical condition, the following procedure will be followed:

   a. Persons medically certified as standard insurance risks will be certified as "Permanent".

   b. Persons medically certified as unacceptable risks may be considered as falling in the exceptional case category and their problem is subject to administrative review, as mentioned in paragraph 1.

C. M. Louttit, Dean

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University of Illinois

FACULTY MEMORANDUM NO. 2
from Executive Dean's Office

October 16, 1947

Subject: Handling of Excessive Absences from Classes.

At the University of Illinois there is no fixed University-wide policy regarding the number of times a student may be absent from a given class without making himself subject to penalty. In the final analysis it is up to the judgment of the individual instructor to determine at which point a student's absences become harmful to him and to the class as a whole. While this approach has its disadvantages, nevertheless it has the big advantage of making it easy for the teaching staff to permit their outstanding students to work at a pace in keeping with their abilities.

Since the individual instructor is the one to determine at what point a student should incur no more absences, it is likewise this instructor's responsibility to determine what work that has been missed may or may not be made up. The Office of the Assistant Dean reserves the right to approve or disapprove a student's making up back work, and the members of the teaching staff should feel free to refer any such requests that appear to be out of the ordinary to the Assistant Dean with their recommendations.

This is done, not with the thought in mind that the individual instructor is not capable to pass upon the merits of such requests, but in order to free members of the teaching staff of the undue pressure to which they are sometimes subjected by having an unpopular decision made in the "front office."

In any event, the individual instructor should take it upon himself to inform each student who is cutting classes excessively that he is thereby jeopardizing his standing in the course.

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Absences should be reported regularly and accurately to the Office of the Director of Student Welfare, Mr. M. J. Galbraith. It is incumbent on his office to keep track of absences for purposes of record, and in the case of veterans, he must report all cases of irregular attendance to the Veterans Administration. Therefore, it is very important that all members of the staff report absences daily on the small white and yellow sheets provided for this purpose by Mr. Galbraith's office.

Your division chairman has a supply of Irregular Attendance forms on which you may report excessive class absences at any time that you wish. These reports are to be sent to the Office of the Assistant Dean who will do whatever seems commensurate with the merits of each case. It is requested that staff members, when they submit such irregular attendance slips, make a note of facts having a bearing upon each case. Instructors should in any case make know their recommendations.

C. M. Louttit

C. M. Louttit, Dean

University of Illinois

FACULTY MEMORANDUM NO. 3
from Executive Dean's Office

October 17, 1947

Subject: Changes in the academic schedule.

The difficulties inherent in the arbitrary changing of time and/or of schedules of classes, or in modification of the examination schedule, have been discussed by the Division Chairmen. The following statement of policy in these matters is published for the information of all concerned.

(1) The schedule of classes (Timetable) is prepared with every effort being made to distribute class sections, times, and classrooms as equitably as possible. Once established, the schedules should not be arbitrarily changed. This includes holding one session at an unscheduled hour to avoid Saturday classes, in changing the meeting place of a scheduled class, in meeting a section at hours other than those scheduled, or in any other way deviating from the published schedule. If extraordinary conditions make a change appear desirable, the matter should be referred through the Division Chairman to the Assistant Dean's Office. If the purpose of the change is justifiable, it will be made officially, and the proper and necessary change in official schedules can be made.

(2) Final examination schedules are prepared so as to keep conflicts to a minimum and to expedite the securing of final examinations and grades. No change should be made in the time schedule for an examination without authorization from the Registrar. Requests for such changes should be sent to the Registrar through the Division Chairman.

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(3) One sentence from Paragraph 27 of the University Statutes reads: "All members of the faculty will be expected to be in actual attendance up to the first day of July and on and after the first day of September..." Actual University procedure seldom enforces this statute literally. However, the intent is clear that faculty members may be reasonably expected to be available previous to the beginning of classes, and they are to be considered on duty during and following the final examination periods for a sufficient time so that any questions in connection with final grades may be cleared up. It is expected that faculty members will remain available for at least 48 hours following the submission of their final grades and classbooks, unless special arrangements have been made with the Division Chairman.

C.M. Louttit

C.M. Louttit, Dean

University of Illinois

FACULTY MEMORANDUM NO. 4
from Executive Dean's Office

SUBJECT: Lecture by Professor Lewis V. Peterson.

Through the efforts of the Faculty Committee on Audio-Visual Aids a program has been arranged at which Professor Lewis V. Peterson, Director of the Visual Aids Service at Urbana, will speak on "The Use of Visual Aids in the Classroom."

This meeting is scheduled for 7:00 P. M., Monday, December 15 in C9-72. All faculty members are invited to attend.

The lecture is scheduled at 7:00 P. M. and will be over by 8:00 o'clock so that there should be no conflict with the basketball game scheduled at 8:15 P. M. in the same evening. Because of this tight schedule the meeting will start promptly at 7:00 o'clock.

C. M. Louttit, Dean

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University of Illinois
Galesburg Undergraduate Division
Office of the Executive Dean

FACULTY MEMORANDUM NO. 5
19 March 1948

SUBJECT: Coal Shortage

Due to the shut down of soft coal mines, regular deliveries of coal have been stopped. We have on reserve sufficient coal to continue operation for 16 to 20 days, with conservative use. Because of the indefiniteness of the length of time coal pits will be shut down, it is necessary to take action and request cooperation, in order to conserve the coal we have.

Beginning today, 19 March, steam supply will be cut off at the main boiler plant at 9:30 P.M. and will be opened at 5:30 A.M. With outside temperatures remaining in the region they have been for the past few days this will create no hardship. All persons living in the University plant should keep in mind that there will not be steam in radiators, and hot water will not be available for very long after the 9:30 P.M. shut off. The boilers will be manned so in case of a sudden drop in temperature steam will be built up.

All faculty members, non-academic staff members, and personnel working in offices are requested to keep radiators turned off during the day as much as possible. If rooms are too warm please turn the radiators off rather than, or before, opening windows.

Everyone is asked to turn off lights, or other electrical appliances, when not actually in use, or necessary. The shortage of coal may require a limitation on electrical usage controlled by the power company. Until then we can help considerably by reducing use of electricity to the barest minimum.

C. M. Louttit, Dean.

University of Illinois
Laboratory Experiment Station
Office of the Director Dean

Illinois Agricultural Co. 7
Urbana, Illinois

[illegible] Bull Elevator

The [illegible] of [illegible] [illegible] [illegible]

University of Illinois
Galesburg Undergraduate Division
Office of the Executive Dean

FACULTY MEMORANDUM NO. 6
29 March 1948

This memorandum is addressed to individual members of the faculty as the most convenient way of securing certain information which I should like to use in an annual report addressed to the President and to the Board of Trustees.

I should like to include in this report a summary of the professional and scholarly work of the faculty, beyond their work in the classroom. Therefore, I should appreciate having information concerning such items as the following: 1- publications during the present academic year, 2- research or scholarly investigations in process but not yet ready for publication, 3- membership or activities on committees, editorial boards, etc., 4- public appearances for speeches, music, or other activities, 5- honors received, such as election to honor societies, or awards granted.

In general, information in the above categories should refer to the present academic year, but inasmuch as there apparently was no report written last year, major items from the time you joined the staff of the Galesburg Division should be included.

It would be most convenient if the information were sent to this office in written form as promptly as possible, and by the 15th of April at the latest.

C. M. Louttit

C. M. Louttit, Dean.

University of Illinois
Graduate Undergraduate Division
Office of the Executive Dean

FACULTY CONFERENCE NO. 8
[illegible]

[illegible]

University of Illinois
Galesburg Undergraduate Division
Office of the Executive Dean

FACULTY MEMORANDUM NO. 7
6 April 1948

SMOKING IN CLASSROOMS

Last year it was considered necessary to prohibit smoking in classrooms, laboratories and similar general meeting places. This was done as a fire prevention measure, and also to reduce damage to floors from burning. Cleanliness of the rooms was also a factor.

The custodial division of the Physical Plant Department reports that there is apparently an increase in the amount of smoking being done in classrooms. Inasmuch as smoking is allowed in all living quarters, offices and corridors, and all of these areas are provided with ash receptacles, it would appear that the prohibition of smoking in classrooms is not too onerous a regulation. Furthermore, smoking has been prohibited not only in classrooms, but in corridors, in all buildings on the Urbana campus. It is hoped that we will not be forced to adopt similar regulations.

Each member of the faculty is asked to assume personal responsibility in eliminating smoking in his or her classroom. Experience of many faculty members and departments shows that this can be done without difficulty if the faculty member persistently calls attention to the regulations.

Your cooperation will be greatly appreciated.

C. M. Louttit, Dean

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[illegible]

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University of Illinois
Galesburg Division
Office of the Executive Dean

FACULTY MEMORANDUM NO. 8
1 May 1948

SUBJECT: Graduate work at the Galesburg Division

At the time of Dean Ridenour's visit to this campus, I asked him about the possibility of our being able to offer work, particularly to members of our staff, at a graduate level. He was personally agreeable to our suggesting a procedure to him, if there were sufficient demand. At a faculty meeting following his visit, I asked that members of the faculty, who might be interested in graduate work, inform my office of that fact, with an indication of subjects or fields in which they might be interested.

We received a very few responses, but I have recently learned that there is greater interest than our information had led us to suppose. Therefore, I am writing this memorandum to all members of the faculty and staff who might presumably be interested in carrying on graduate work. Please write, or call my office, and let Miss Gade know of your interest, and the particular subjects which you would like to have given.

At this moment I can make no guarantee that arrangements can be made. However, as soon as more information is available, I shall make some formal proposal to Dean Ridenour, and hope that we can get a favorable response.

C. M. Louttit, Dean

[illegible] of Illinois
[illegible] Station
[illegible] of the Director Dept

[illegible] PROGRESS NO. 2
[illegible]

[illegible] Summary work in the Laboratory Division

[illegible]

[illegible]

[illegible]

University of Illinois
Galesburg Division
Office of the Executive Dean

FACULTY MEMORANDUM NO. 9
1 May 1948

SUBJECT: Committees for the Academic Year 1948-49

The following committees have been appointed to serve during the academic year 1948-49, starting with the fall semester:

ATHLETIC COMMITTEE

Johnson, A. M., Chairman
Atwood, Norman
Hubbard, Paul
Paepke, H. A.
Raymond, R. W.
Ex Officio
English, W. J.
Nystrom, R. V.
Siewert, F. T.

CONVOCATION COMMITTEE

Giesecke, G. E., Chairman
Glabe, G.
Gibson, R.
Grubgeld, Mrs. J.
Habberton, W.
Lackey, A. D.

LIBRARY COMMITTEE

Skidmore, W. E., Chairman
Arnold, D. W.
Habberton, W.
Haynsworth, Miss E.
Leuthold, C.
Michel, Miss M.
Thornton, R. W.
Vest, E.
Ex Officio
Reid, de L.

STUDENTS AFFAIRS COMMITTEE

Galbraith, M. J., Chairman
Altschuler, N.
Brown, Miss E.
Cockerell, Miss L.
Horn, A. J.
Johnston, R. L.
O'Hara, Miss V.
Whelan, T. P.
Student (elected by Student Council)
Ex Officio
English, W. J.

STUDENT DISCIPLINE COMMITTEE

McCrimmon, J., Chairman
Dalton, J. L.
Glawe, J.
McDaniel, J.
Rigo, H. S.
Roberts, D. R.
Assistant supervisor for counseling for women
Ex Officio
Galbraith, M. J.
Giesecke, G. E.

SPEAKER'S BUREAU, ADVISORY COMMITTEE

Trezise, F. W., Chairman
Elbert, J. E.
Robb, R. Y.
Ex Officio
Nystrom, R. V.

C. M. Louttit

C. M. Louttit, Dean.

University of Illinois
Galesburg Division
Office of the Executive Dean

FACULTY MEMORANDUM NO. 10
20 May 1948

SUBJECT: Audio-Visual Aids Center

There is submitted herewith a statement by Mr. R. W. Thornton, Chairman of the Visual Aids Committee, concerning the establishment at this Division of an Audio-Visual Aids Center. On the basis of the Committee's report mentioned in the following, a budget recommendation was made for 1948-49, and it is anticipated that the request will be approved, at least in part. The sum available should be sufficient to enable this Audio-Visual Aids Center to offer assistance to all members of the faculty. Please feel free to call on Mr. Thornton for further information or assistance.

C. M. Louttit, Dean.

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NOTICE OF ESTABLISHMENT OF AUDIO-VISUAL AIDS CENTER

On October 13, 1947, Dean C. M. Louttit appointed a Visual Aids Committee to make a survey of the needs and conditions at the Galesburg Division of the University of Illinois and to submit a report before the end of the semester covering the following points.

1. The interests and needs of the several Divisions in the use of visual aids.

2. The number and kinds of visual aids at present available locally.

3. Facilities locally available for the manufacture of visual aids, such as slides, models, or charts.

4. The need or desirability of establishing a central visual aids office, indicating the functions it might perform and the personnel necessary.

On January 23, 1948, a report, which had received the careful consideration of the Audio-Visual Aids Committee, was submitted to Dean C. M. Louttit for his approval. As a result of this report, the Audio-Visual Aids Center is being set up in Building F-2, Room 53, and at the beginning of next semester 1948-49 will be fully established as a clearing house for audio-visual materials, training, ideas, and equipment. The functions of the Audio-Visual Center are threefold: (1) Administrative, (2) Advisory and Research, (3) Training and operational. These three activities may be further subdivided as follows:

[illegible] of [illegible]
[illegible]
[illegible] of the [illegible]

[illegible]
[illegible]

[illegible]

[illegible]

I. Administrative.
   A. Procure and supervise personnel of the office.
   B. Prepare budget for the office.
   C. Prepare reports of the activities of the office to the administrative officers of the University.
   D. Publish lists of available material and services and information concerning the use of these materials and services.
   E. Carry on promotional activities to give incentives for professional growth of instructors through use of audio-visual aids.
   F. Correlate various functions of the office with the needs of the instructional staff.

II. Advisory and Research.
   A. Experiment with various materials and equipment to determine their appropriateness for specific classroom situations.
   B. Bring to the attention of the staff monographs, periodicals, etc., concerning new trends and developments in audio-visual aids.
   C. Make available advice to the individual instructors about their specific problems in audio-visual aids.
   D. Carry on research regarding the effectiveness of specific methods of audio-visual presentation.
   E. Make available advice concerning adapting classrooms, etc., for use of audio-visual aids.
   F. Lay groundwork for and investigate potential off-campus educational tours.
   G. Arrange for previews of films before purchase or rental.

III. Training and Operational.
   A. Produce and manufacture materials for audio-visual aids.
   B. Service and store equipment.
   C. Arrange for the scheduling of operators of complex equipment.
   D. Account for and distribute equipment.
   E. Provide in-service training for instructors in the use of basic equipment.
   F. Arrange for preview of film before classroom use.

Every effort will be made to get new material for previewing upon the request of your Division. The organization of scheduling, procurement, and showing of materials will be of primary importance in the service of Audio-Visual Aids Center. The showing of ten minute film may require from an hour to sixty days to look up, schedule and procure. This phase is often overlooked, but is basic to a good utilization program.

The Audio-Visual Center will review the literature on learning aids and present summaries, write-ups, film advertisements, film evaluations, new equipment descriptions, etc., to your Division. You and your staff will be notified of various state, regional, and local conferences, demonstrations, workshop and institutes in Audio-Visual Aids and if possible, you will be sent programs of these events.

The Center will maintain a library of texts, reference books, catalogs, and pamphlets in the field and make these available to the faculty and students.

I. [illegible]

II. [illegible]

III. [illegible]

You and your staff will be urged to make your needs in materials and equipment known. The evaluation of the services rendered by the Audio-Visual Aids Center will be solicited from you and your Division.

Inasmuch as the Center must operate on a "shoestring" for the coming year, the purchase or rental of film must remain an obligation of the Divisions. In other words, the Center will be a cooperative venture until such time as it has proved its worth and is granted an independent budget.

R. W. Thornton, Chairman
Visual Aids Committee

University of Illinois
Galesburg Division
Office of the Executive Dean

FACULTY MEMORANDUM NO. 11
21 May 1948

SUBJECT: Proposed advisory system for students

Forwarded herewith is a copy of a proposed advisory system for students, which has been prepared by a Committee under the Chairmanship of Dean Giesecke. Inasmuch as every faculty member will be in some way involved with this plan, if and when it is established, the Committee is eager to have faculty reaction to the proposal.

To provide opportunity for discussion of this document there will be a faculty meeting at 4 P.M., Thursday 27 May, in C9-72. It is hoped that there can be a good attendance so that this matter can be adequately discussed.

C. M. Louttit, Dean.

University of Illinois
Galesburg Division
Office of the Executive Dean

FACULTY MEMORANDUM NO. 12
22 September 1948

SUBJECT: Electricity and Steam

I am writing to ask for your cooperation in reducing our costs to the greatest degree possible. You can appreciate the need for this, as with a smaller enrollment the per capita cost increases.

My specific request in this letter is that every member of the faculty make it a point of being sure that lights are turned off and windows closed in classrooms when they are not in use. Many classrooms are not used after 3 o'clock, and the janitorial staff frequently does not start work until 5 or 6. This represents a considerable use of electricity. It will be a great help if every member of the faculty will assume the responsibility of turning off lights after every class, and, especially when cold weather starts, to see that windows are closed before he leaves the classroom.

C. M. Louttit, Dean

University of Illinois
Galesburg Division
Office of the Dean

FACULTY MEMORANDUM NO. 14
16 November 1948

SUBJECT: Reporting of Mid-Semester Grades

This semester, for the first time, members of the teaching faculty have been asked to submit to the Office of the Assistant Dean a Mid-term grade estimate for each student in his classes. This request was made at the specific suggestion of the faculty advisors, who felt that such information would be helpful in their work with advisees.

The grade cards received in the Office of the Assistant Dean are copied and distributed as follows:

1. One copy goes to the faculty adviser. The advantages resulting from the adviser's having a complete picture of the student's work at the middle of the semester are obvious.

2. Another copy is placed in the students' files in the Office of the Assistant Dean.

3. A third copy goes to the Director of Student Welfare who makes use of the information in connection with student loans and other related matters.

4. A fourth copy goes to the Division Chairman concerned. This fourth copy could take the place of the mid-semester grade reports which some division offices made it a practice to request of the teaching staff.

Heretofore grades have not been requested for students doing C work or better. In the belief that grades for all students might be helpful to the Advisory program, the additional request was made this year. This is to be considered an experiment, and it will not be repeated unless there is good reason to believe that it is worth the extra effort. Please feel free to submit to Dean Giesecke or me, your comments on this procedure, and if you are a faculty advisor we would appreciate your careful evaluation of the value of the additional grades in your advising work.

C. M. Louttit, Dean.

[illegible] of [illegible]
[illegible] [illegible]
[illegible] of the [illegible]

[illegible] [illegible] [illegible]
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[illegible] [illegible] [illegible] [

University of Illinois
Galesburg Division
Office of the Dean

FACULTY MEMORANDUM NO. 15
7 January 1949

SUBJECT: Proposed faculty publication workshop

There has been some expression of interest in conducting a workshop on problems concerned with publication for the benefit of faculty members. The Humanities Division and the Public Information Department are willing to sponsor such a workshop if sufficient members of the faculty are interested. No details of time of meeting or methods of operation have been worked out, although it is proposed that conference and discussion would be used rather than lecture.

The following suggestions have been made as examples of the sort of questions which might be discussed:

> Obtaining ideas through discussion; writing query letters; selecting and slanting to markets; correcting stylistic faults; preparing manuscripts correctly.

If you are interested in such a workshop, or even in one meeting to discuss the possibilities, will you please inform Miss Wheeler, Secretary Humanities Division, Extension 263.

C. M. Louttit, Dean.

University of Illinois
Galesburg Division
Office of the Dean

FACULTY MEMORANDUM NO. 16
4 April 1949

SUBJECT: Faculty Placement

This memorandum will report to you the present status of questions concerning placement of faculty members for next year.

1. Urbana campus. In my conference with Provost Griffith on March 29, we did not discuss any individuals. Dr. Griffith had forwarded to all Deans, and through them to all Department Heads, a mimeographed list of our faculty asking that all Departments give serious consideration and priority to people on that list for filling positions in their department next year. I had an opportunity to briefly talk with some Deans and Departments, and was impressed with the seriousness with which everyone was recognizing the moral obligation of the University. This does not mean that the University will be in a position to transfer every member of our faculty. However, I am sure that everyone will be considered on his record of training and experience. It will probably be ten days before we will learn anything in detail concerning possible transfers. As a matter of fact, it may be that individuals will be contacted directly, rather than through my office.

2. Navy Pier. Dean Caveny, by letter and telephone, assured me that Navy Pier will make no appointments for next year without first exhausting the possibilities of possible appointments from the Galesburg staff. Dean Caveny and his Associate Deans will be on the Galesburg campus on Thursday, 7 April, for the purpose of inquiry and interview for positions which may be available. To this time there have been mentioned openings in the following subjects: Botany, General Biology, English, Speech, Chemistry, History, Psychology.

3. College circularization. A list of all faculty members, except those who specifically asked to be excluded, has been sent to the Presidents of 295 colleges in Illinois and surrounding States. These lists were mailed on 29 March, and by Saturday, 2 April, we had 12 responses, practically all of which expressed interest in either individuals by name, or in possible candidates for specified subjects. These letters have asked about administrative personnel in addition to teaching faculty. We shall make every effort to keep you informed of the latest information we receive by the following procedures.

(a) If we have a request for information concerning an individual by name, that individual will be informed directly and given whatever information has been sent us. He can then write directly to the institution if he has an interest.

(b) In those cases where inquiries are made concerning possible candidates in subject fields, we shall send as promptly as possible a list of all such inquiries to the Divisional offices. It is requested that Chairmen promptly post such lists so that the information may be available to all. In these cases it is suggested that persons who may be interested take the initiative in writing directly giving an outline of their training and experience and names of references. I believe this should be done even though you write only to secure further information about the position.

4. It is hoped that we can facilitate all the details of this matter as much as possible. Therefore, it would be greatly appreciated if any member of the faculty will inform this office as soon as he has made some definite arrangements for next year. In this way we can eliminate names from our list, and will avoid extra and unnecessary correspondence. We should like to be informed if you plan to continue graduate work next year, and therefore are not interested in a teaching position.

C. M. LOUTTIT, Dean

University of Illinois
Galesburg Division
Office of the Dean

FACULTY MEMORANDUM NO. 19
27 May 1949

SUBJECT: Changes in Telephone and Mail Service

Due to the closing of the Galesburg Division, it has become necessary to review carefully all expenditures and wherever possible to modify various operations when such modification would result in reduced costs and at the same time not interfere with efficient operation. In accordance with the above, the following changes are being made:

I. Telephone:

a. Reduce hours of operation of switchboard as follows:

	Present hours	Hours eff. June 13, 1949
Mondays thru Fridays	7:00 a.m. to 9:00 p.m.	8:00 a.m. to 6:00 p.m.
Saturdays	7:00 a.m. to 1:00 p.m.	8:00 a.m. to 1:00 p.m.
Sundays	Closed	Closed
Holidays	Closed	Closed

b. No change will be made in the services which are now available during hours the Telephone Exchange is closed. These include constant operation of (1) all intercommunication telephones, (2) all pay stations, and (3) three trunk lines with direct outside connection at the following points: Information Desk, Fire Station and Heating Plant.

II. Mail:

a. On Saturdays, June 4 and 11, the Post Office will open from 8:30 a.m. to 11:00 a.m.

b. Reduce hours of operation of Post Office as follows:

	Present hours	Hours eff. June 13, 1949
Mondays thru Fridays	8:30 a.m. to 4:30 p.m.	8:30 a.m. to 12 noon 1:00 p.m. to 4 p.m.
Saturdays	8:30 a.m. to 12:20 p.m.	8:30 a.m. to 10:00 a.m.
Sundays & Holidays	Closed	Closed

c. No changes in mail pick-up service will result from changing hours of Post Office operation. Mail will be picked up at 7:00 a.m. and 2:00 p.m. Mondays thru Fridays and 7:00 a.m. Saturdays from boxes located in Administration Building, junction of Main and C Corridors, and in front of the Post Office. The 6:30 p.m. mail pick-up from the Information Desk will remain in effect.

C. M. LOUTTIT, Dean.

University of [illegible]
[illegible] Division
[illegible] of [illegible]

[illegible] Examination No. [illegible]
[illegible] 1959

[illegible] Elements in Pathology and Oral Medicine

[illegible]

1. [illegible]:

a. Describe three of conditions of periodontal [illegible]:

[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]

b. [illegible] with [illegible] in the [illegible] which are [illegible] [illegible]

2. [illegible]:

a. [illegible], [illegible] 1, the [illegible] will [illegible] [illegible] [illegible]

b. [illegible] three of [illegible] [illegible]:

[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]

c. [illegible] [illegible] [illegible]

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